



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
NOVEMBER 14, 2023**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 2:00 p.m. in the Washington County Government Center, County Board Room.

Present: Commissioner Fran Miron, District 1
Commissioner Stan Karwoski, District 2
Commissioner Gary Kriesel, District 3
Commissioner Karla Bigham, District 4
Commissioner Michelle Clasen, District 5

Also Present: Kevin Corbid, County Administrator
Susan Tice, Assistant County Attorney Division Chief
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

Board Chair Kriesel asked for comments from the public; none were heard.

CONSENT CALENDAR

Commissioner Miron moved, seconded by Commissioner Karwoski, to adopt the Consent Calendar as follows:

1. Approval to appoint Chris Peltier to the Groundwater Advisory Committee as a Construction Representative, for a partial term expiring December 31, 2024.
2. Approval to appoint Monica Brown to the Workforce Development Board as a Post-Secondary Education representative for a partial term expiring June 30, 2025.
3. Approval to submit the Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) for January 1, 2024, through December 31, 2025, to the Minnesota Department of Human Services.
4. Approval of **Resolution No. 2023-135** as follows:

**CERTIFICATION OF PROPERTY ASSESSED CLEAN ENERGY (PACE)
CHARGES FOR ENERGY IMPROVEMENTS**

WHEREAS, the Washington County Board of Commissioners approved the Joint Powers Agreement (JPA) with the Saint Paul Port Authority (the "Port Authority") on



August 11, 2015 designating the Port Authority to implement and administer the Property Assessed Clean Energy (“PACE of MN”) improvement financing on behalf of the County, and providing for the imposition of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 (the “Act”); and as needed in connection with that program; and

WHEREAS, the County understands that the Port Authority will issue its PACE OF MN special assessment revenue bond to finance the Improvements, and that the sole security for that bond will be special assessments imposed by the other cities and/or counties participating in PACE OF MN; and

WHEREAS, to facilitate and encourage the financing of improvements located within the County, the County covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority; and

WHEREAS, after imposition of the special assessments, the County shall collect such assessments twice a year and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The County will take all actions permitted by law to recover the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4; and

WHEREAS, the special assessment shall be certified to the County Auditor and entered onto the tax lists for the year. The annual installment and interest shall be collected at the same time and in the same manner as real property taxes. For disbursements made by November 15th, the first annual installment is due with property taxes payable in the next tax year. For disbursements made from November 16th-December 31st, the first annual installment is due with property taxes in the year after next. The special assessment, with accruing interest, is a lien upon the benefitted property until paid.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners authorizes the County Auditor and the Department of Property Records & Taxpayer Services to extend the proposed special assessment plus interest on the properties set forth and listed below in this resolution.

Company Name:	Billie and Donald Harvey	Wooddale Group, LLC
Parcel:	23.029.20.22.0006	07.028.21.44.0032
Location:	2925 Quant Ave N., Stillwater, MN 55082	1830 Wooddale Dr. Woodbury, MN 55125
Project Type:	Installation of: New 34 kW solar system to provide electricity for the commercial property	Replace a total of 8 existing HVAC units that were originally installed over 25 years ago.
Amount:	\$84,760.00	\$120,400.00
Term and Rate:	10 Years at 5.50%	10 years at 5%
Interest Accrual Date:	1/1/2024	1/1/2024



Estimated Annual Energy Savings:	The 34kW system is expected to save approximately \$6,800 of Energy in the first year.	The expected energy savings in the first year is 95,628 kWh and \$9,888.00.
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- 5. Ratification of the Maintenance and Support Agreement between Avenu Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative.
- 6. Approve a Stormwater Management Memorandum of Understanding (MOU) with the Valley Branch Watershed District (VBWD), City of Lake Elmo and Washington County.
- 7. Approve Contract No. 15751 with Cellco Partnership d/b/a Verizon Wireless for a tower site license.

The motion was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Bigham, Clasen, and Kriesel. Nays, none.

PUBLIC HEARING – ADMINISTRATION AND PUBLIC WORKS

2024-2028 Capital Improvement Plan

The public hearing opened at 2:03 p.m.

Board Chair Kriesel presented a brief overview of today’s public hearing on Washington County’s 2024-2028 Capital Improvement Plan. This public hearing is being held pursuant to the requirements in Minnesota Statute §373.40, Subd. 3. On October 17, 2023, the County Board issued its order setting this public hearing for today. Board Clerk Stephanie Kammerud indicated that proper notices were published and made part of the record.

Public Works Director Wayne Sandberg presented the 2024-2028 Capital Improvement Plan (CIP). The CIP covers a five-year period, and contains capital projects for the years 2024 through 2028. The projects in the CIP for 2024 are part of the 2024 proposed budget and will eventually become part of the adopted budget. It is a multi-year planning and budgeting tool that assists the county in prioritizing current and future needs. By state statute, any project that will be funded by bond proceeds is required to be included in the Capital Improvement Plan. Also included are projects primarily budgeted in the county’s Capital Funds, Regional Rail fund, and Gold Line fund. The CIP includes major projects for buildings, roads, bridges, land, and transit projects. The CIP process includes a community comment period, public hearing, and formal adoption.

Mr. Sandberg noted that only projects with identified funding are included in the CIP. The CIP is external facing and other agencies, such as cities, use it for capital planning work. Therefore, this avoids a false expectation that a project may move forward without funding.

Mr. Sandberg presented a chart of the five-year cost of the CIP, which is slightly more than \$400 million. In 2027, the CIP outlines a bond issue of general obligation bonds. In addition, in 2024, there is a placeholder for the potential sale of bonds for funding of the Gold Line Bus Rapid Transit project.

Mr. Sandberg reported on CIP expenditures by categories. Parks & Land is 5% of total CIP expenditures, or \$19 million. This category includes capital investment or major maintenance activity in county parks and trails. Public Facilities is 15% of total CIP expenditures, or \$62 million. This category includes the construction, expansion, or major remodels of county buildings. It is noteworthy that the potential 2027 general obligation bond sale is included in the Public Facilities category. Road & Bridge is the largest share of projects at 80% of total costs, or \$320 million. This category includes road and bridge construction projects, the pavement preservation program and traffic signal program, as well as transit projects, such as the Gold Line Bus Rapid Transit project.

Mr. Sandberg reported on funding sources for CIP projects. The largest portion of funding comes from Intergovernmental Revenue at 48%, which includes various state funding sources, such as federal grants and local contributions. The county Transportation Sales Tax also represents a major funding source over the next five years. Also included are a variety of smaller funding sources such as the county Wheelage Tax, Transmission Line Tax, and the Capital Repair Fund.

Mr. Sandberg reported that on October 3, 2023, a detailed overview of the draft 2024-2028 CIP was released to cities, townships, watershed districts, and school districts. The CIP contains more than 83 projects or programs, representing more than \$400 million in planned investment in county infrastructure and using a wide range of funding sources, both county and non-county funds. The CIP proposes to make investments in the county's parks and lands, public facilities, roads, highways, bridges, and transit.

Mr. Sandberg reported that the process to develop the five-year capital plan is open and transparent. The county began soliciting input and comments from local agencies in April and May, and released the draft 2024-2028 CIP for community comment in October. Throughout this process, staff works with cities and the Washington County Community Development Agency to understand and identify development trends and proposals across the county. Staff review other planning documents, such as the county's comprehensive plan, bike and pedestrian plan, energy plan, parks master plans, and facilities management plans, as well as city comprehensive plans.

Mr. Sandberg reported that the county provided multiple ways for people to comment. Staff directly solicited comments from cities, townships, watershed districts, and school districts, and provided a web portal where the plan could be downloaded and reviewed, with an option to submit comments online.

Mr. Sandberg reported that comments were received from the cities of Afton, Cottage Grove, Hugo, Lake Elmo, Oakdale, Oak Park Heights, Scandia, Stillwater, Woodbury, and the Rice Creek Watershed District, and White Bear Lake School District. These letters were published in today's board agenda packet.

Mr. Sandberg concluded that today's focus is to hold the required public hearing to receive additional comments. Following today's public hearing, comment response letters will be drafted. A budget workshop is scheduled for November 28, and if there are any potential changes to the 2024 budget related to the CIP, those will be presented. December 12 is the scheduled date to review community response letters and recommend the final 2024-2028 CIP for adoption.

Board Chair Kriesel asked for comments from the public regarding the 2024-2028 Capital Improvement Plan. There were no comments from the public.

There being no further members of the public who wished to speak, Chair Kriesel asked for a motion to close the public hearing. Commissioner Bigham moved to close the public hearing. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

The public hearing closed at 2:14 p.m.

Board Chair Kriesel noted that the board will take action on the 2024-2028 Capital Improvement Plan at the December 12, 2023, County Board meeting.

PUBLIC HEARING – ADMINISTRATION

Proposed Revisions of Washington County's 2024 Fee Schedule, Policy 1032

The Public Hearing opened at 2:32 p.m.

Board Chair Kriesel presented a brief overview of today's public hearing to consider revisions to the Washington County 2024 Fee Schedule, contained in Policy No. 1032. This public hearing is being held pursuant to the requirements in Minnesota Statute §373.41. On October 17, 2023, the County Board issued its order setting this public hearing for today. Board Clerk Stephanie Kammerud indicated that proper notices were published and made part of the record.

Deputy County Administrator Jan Lucke presented the recommended revisions to the county's fee schedule.

Ms. Lucke reported that there were no changes for the fee schedules of the departments of Accounting and Finance, Community Corrections, and the Office of Administration.

Ms. Lucke reported that to streamline the fee schedule and make it more consistent, electronic media was moved from multiple department sections to the All County Departments section and established countywide rates. State law allows the county to charge for labor to make electronic copies and this is reflected in the rates.

Ms. Lucke reported that the Electronic Media costs in the Attorney's Office were moved to the All County Departments section. As a result of this change, the Attorney's Office no longer has a unique section in the fee schedule.

Ms. Lucke reported that the Community Services Department indicated several changes to its fee schedule. There are a series of updates based on income eligibility per guidance from the Minnesota Department of Human Services for programs administered by Washington County, on behalf of the State of Minnesota.

Ms. Lucke reported that the Department of Information Technology (IT) removed GIS fees, as this

data is typically available online at no cost. Electronic fees were moved to the All County Departments section. This leaves only the fee for IT Labor Services, which increased from \$100 to \$150 per hour to better match industry standard. Ms. Lucke noted that last year, this fee had only been used to charge courts for IT support.

Ms. Lucke reported that the Library Department removed fees for games and Kindles, as these items are no longer offered.

Ms. Lucke reported that the Department of Property Records and Taxpayer Services (PRTS) updated the Municipality Annual Election Equipment Maintenance Fees to reflect price increases made by vendors, and standardized fees for Election Services Joint Power Agreements. PRTS increased fees for Motor Vehicle registration and renewal, and Motor Vehicle Operator License and Renewal, per state law changes during the 2023 legislative session. PRTS clarified that the passport fee includes sales tax.

PRTS increased Assessment Contract Fees to account for the increase in staff costs in the Assessor Division. This is an annual change made to the fee schedule. PRTS also increased the Tax Increment Financing (TIF) District per parcel fee to be consistent with the cost of annual maintenance.

Ms. Lucke reported that the Department of Public Health & Environment (PHE) increased licensing and inspection program fees 3% to account for increases in staff costs. Water Testing fees increased greater than 3% to match the pass-through cost from vendors. PHE added the term "Vacation home rental" to the Motel/Hotel fee, to clarify that this license category applies to vacation home rentals based on recent Minnesota Department of Health interpretations that apply statewide. An additional Soil Review and Inspection fee was moved from the Sewage Treatment System section to the Other environmental program section.

Ms. Lucke reported that the Public Works Department has made some distinctions in Mailbox replacement. The changes include: maintaining no cost replacement in the event of direct contact damage by county equipment; honoring a statutory fee of \$75 for forced replacement; setting a "materials only" fee for voluntary replacement on county roads with free installation; and setting a "materials only" fee for voluntary replacement for non-county roads with no installation option.

Public Works increased Zoning Permit fees to align with the actual cost of processing applications and conducting thorough reviews. These fees had not changed since 2012. The cost of color copies, digital media, and postage and handling were moved to the All County Departments section.

Public Works increased Campsite rates by \$1 to \$3 per night. The department reinstated the Winter Activity Package of \$200 for 20 practices, to help balance the Nordic team use with general use, and help offset the expense of operating a ski system within Washington County parks.

Ms. Lucke reported that the Sheriff's Office increased the deputy hourly rate to account for increases in staff costs. The Sheriff's Office added Jail Fees relating to electronic home monitoring, work release, and urinalysis tests. These fees were in place previously, but had not been listed in the fee schedule.

Board Chair Kriesel asked for comments from the public regarding the 2024 Fee Schedule. There were no comments from the public.

There being no further members of the public who wished to speak, Chair Kriesel asked for a motion to close the public hearing. Commissioner Miron moved to close the public hearing. Commissioner Clasen seconded the motion, and it was adopted unanimously.

The public hearing closed at 2:45 p.m.

Board Chair Kriesel concluded that the board will take action on the 2024 Washington County Fee Schedule at the November 28, 2023, County Board meeting.

GENERAL ADMINISTRATION

Resolution Accepting a Donation from the CDC Foundation

County Administrator Kevin Corbid presented a resolution to accept a donation from the Center for Disease Control and Prevention (CDC) Foundation. The CDC Foundation has partnered with Experience Happiness LLC to train leaders in a solution called The Happiness Practice (THP). Washington County was selected by the foundation to participate in this program. The county's selection was based on its commitment to make employee health and well-being a strategic priority. The county has been provided the opportunity for 12 participants to participate in this training. The value of that training is estimated to total \$60,000.

Commissioner Bigham moved to adopt **Resolution No. 2023-136** as follows:

ACCEPTANCE OF A DONATION FROM THE CDC FOUNDATION TO PROVIDE FACILITATED TRAINING FOR A HAPPINESS AND HEALTH LEADERSHIP ACADEMY

WHEREAS, Washington County gratefully accepts donations, gifts, and bequests from public and private sources to enhance the programs and services it provides; and

WHEREAS, Minn. Stat. 375.26 authorizes the county board to accept gifts, donations and bequests on behalf of the county; and

WHEREAS, the CDC Foundation is an independent nonprofit and the sole entity created by Congress to mobilize philanthropic and private-sector resources to support the Centers for Disease Control and Prevention's critical health protection work through collaborations and innovations to address complex health challenges; and

WHEREAS, one of the CDC Foundation's major health priorities is safeguarding Americans' health; and

WHEREAS, the CDC Foundation has partnered with Experience Happiness, LLC to train leaders in two organizations in Minnesota on a solution called The Happiness Practice™ (THP); and

WHEREAS, Washington County was chosen to be one of the organizations selected based on its commitment to make employee health & well-being a strategic priority; and

WHEREAS, The Happiness Practice™ (THP) solution has been proven to measurably improve emotional, behavioral and physical health, increase happiness & reduce burnout, improve human and business performance (including Key Performance Indicators), and create cultures of well-being for employees; and

WHEREAS, twelve Washington County leaders in Community Corrections, Human Resources, and Public Health and Environment have volunteered to form a cohort to learn strategies to create a workplace environment for employees to increase well-being and performance; and

WHEREAS, the value of this donation is \$5,000 per participant for a total value of \$60,000.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners does hereby accept an in-kind donation valued at \$60,000 from the CDC Foundation.

Commissioner Clasen seconded the motion, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Karwoski, Bigham, Clasen, and Kriesel. Nays, none.

COMMISSIONER REPORTS

Commissioners reported on meetings and other events they attended. Please see archived livestreaming of the board meeting for full commissioner reports at www.co.washington.mn.us, under "County Board."

BOARD CORRESPONDENCE

No board correspondence was received.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Bigham moved to adjourn. Commissioner Karwoski seconded the motion, and it was adopted unanimously.

The County Board meeting adjourned at 3:01 p.m.

BOARD WORKSHOP WITH ADMINISTRATION

The board met in workshop session for countywide strategic plan visioning. Present for the workshop were Commissioners Miron, Karwoski, Kriesel, Bigham, and Clasen. Also present were Kevin Corbid, Jan Lucke, Jennifer Wagenius, and county staff.

Attest:

A handwritten signature in black ink that reads "Kevin Corbid".

Kevin Corbid
County Administrator

A handwritten signature in black ink that reads "Gary Kriesel".

Gary Kriesel
County Board Chair